

STANDARD OPERATING PROCEDURE
Request for New or Modified Standards

Approval:

SRC Committee Chairperson

Date

Change Record

Rev	Date	Responsible Person	Description of Change
1	10/6/03	SRC-Subcommittee Chairperson	Initial Draft
2	2/23/04	SRC-Subcommittee Chairperson	Revised Initial Draft
3	4/2/04	SRC-Subcommittee Chairperson	Revised Draft
4	6/16/04	SRC-Subcommittee Chairperson	BoD Recommended Revisions

1. Purpose

This standard operating procedure (SOP) provides a mechanism for the National Environmental Laboratory Accreditation Conference (NELAC) Standards Review Committee (SRC) to inform Standard Development Organizations (SDOs) of a Request for Standard (RFS) .

2. Applicability

This SOP applies to recommendations for a new or updated standard received from NELAC membership and approved by the SRC to become a RFS. Any SDO may submit a proposed standard. All proposed standards from any SDO shall conform to this SOP.

3. Summary

The Chairperson of the SRC ensures that the RFS is made available to SDOs.

After receiving a RFS, the SDO shall inform the SRC Chairperson within 30 days, after the announcement of the RFS, of its intent to submit a proposed standard.

Within 60 days after the announcement of the RFS, the Chairperson of the SRC will make available to the Chairperson of the NELAC Board of Directors a list of all SDOs participating in the RFS.

4. Procedure

4.1 Request for Standard

A RFS is prepared by the SRC and shall consist of:

- a) a detailed description of the requested standard or modification requested in the existing standard;
- b) a copy of the existing standard, if the RFS is for a modification;
- c) a copy of the NELAC Glossary;
- d) a copy of the NELAC Standard Style Manual;
- e) timetable, per NELAC 1.5.2.1, and a schedule of the next NELAC Interim and Annual Conference; and
- f) a SRC Point of Contact (POC) to answer questions from SDOs. Questions and answers received and generated by the POC shall be made available to all SDOs participating in the RFS.

4.2 Guidance

SDOs considering the submission of a new or modification to an existing NELAC standard are best served when their proposal embodies the following principles.

The NELAC standard is designed to foster the production of laboratory data of known quality adequate for its intended use while maintaining a flexibility of language resulting in a general applicability to environmental testing laboratories of all sizes. Consequently, the NELAC standard must direct laboratories to pursue essential, relevant QA policies and QC procedures that are sufficiently detailed and documented to ensure proper implementation and assessment. Standards are to be widely applicable and appropriate.

Similarly, the NELAC standard governing Accrediting Authorities must assure the pursuit of essential, relevant QA policies and QC procedures that are sufficiently detailed and documented to ensure proper implementation and assessment.

4.3 Submission of Proposed or Modified Standard by a SDO

Proposals for a new standard or modifications of an existing standard in response to a RFP shall be submitted to the SRC Chairperson on paper and electronically (pdf text format). The language and format of the proposal shall conform to the NELAC Glossary and the NELAC Standard Style Manual. SDOs shall submit a written assertion that the proposed standard has been reviewed against the NELAC Glossary and that terms or expressions used in the proposed standard are consistent with the

NELAC Glossary definitions. Justification will be required of SDOs wishing to modify the definition of a term or expression appearing in the NELAC Glossary. Any terms or expressions appearing in the proposal that are not defined in the NELAC Glossary shall be accompanied by a separate proposed glossary addendum.

5.0 References

NELAC Chapter 1, Program Policy and Structure, Revision 16, June 5, 2003. Section 1.5.2 Standards Review.